

**Connecticut General Assembly
JOB OPPORTUNITY**

Administrative Assistant– Commission on Children

[PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!](#)

Open To: The Public

Location: Hartford

Hours: Part-time

Salary: \$19,103.00

Closing Date: October 16, 2015

General Knowledge

The Commission on Children is currently recruiting for a part-time Administrative Assistant. This position will report to the Executive Secretary/Office Manager and be responsible for providing a full range of secretarial support to Commission staff. This is a permanent, part-time position with a negotiable schedule and a full state benefit package.

Examples of Duties:

- Organize and maintain files.
- Update and review references materials and manuals.
- Research and assemble information from a variety of sources and prepare statistical and/or narrative reports.
- Analyze information and may make recommendations.
- Arrange and coordinate meetings (including space and equipment); research, assemble and coordinate meeting materials (e.g. charts, graphs, reports); write minutes of meetings, lectures, conferences, etc.

Minimum Requirements

Four (4) years' experience in office support or secretarial work. The candidate of choice will be professional, friendly, flexible and thrive in a fast-paced, team environment. Required skills include proficiency in Microsoft Office, experience with PeopleSoft and Adobe Acrobat. Tasks include scheduling, coordinating class materials for parent leadership trainings, event planning, editing, greeting the public and managing calls from parents and policy leaders. Social media and website management skills are helpful.

Application Instructions

Send cover letter, resume and three references to Heather.petit@cga.ct.gov or fax to (860) 240-0248. No telephone inquiries. All material must be received by close of business on Friday, October 16, 2015 in order to be considered for this position. The Connecticut Commission on Children is an equal opportunity employer.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.